

## Welcome to the ED Gainful Employment Program Disclosure Template

Enter the information below for each program at your institution subject to gainful employment regulations. This application will assist you in meeting the gainful employment disclosure requirements as required by regulations issues in October 2009.

- At **public and private not-for-profit** institutions, gainful employment programs are Title IV-eligible certificate programs.
- At **for-profit** institutions, all certificate and degree programs (except for a bachelor's degree in liberal arts) are considered gainful employment programs.

Enter your institution 6-digit OPEID:

### **PROGRAM NAME & LENGTH:**

Enter Department of Education 6-digit CIP for program (Ex: 11.0101) and click on "Search CIP":

[Search CIP](#)

**CIP Program description:**

*[The CIP name displays here once the user has selected entered a CIP and clicked on "Search CIP."]*

Enter the name of the program, if different than the CIP program description provided above:

Select the level for this program:

Enter the program length in months:

### **RELATED OCCUPATIONS:**

[Click here to select occupations for which this program prepares students](#)

### **COST:**

Enter the total tuition and required fees for the entire program completed in normal time:

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Enter the total estimated costs for books and supplies for the entire program:

Enter the total annual room and board charges for living on campus:

☐ Check here if your institution does not offer on-campus living

Enter the URL for program cost information available on your institution's website under Sec. 668.43(a):

**DEBT AT PROGRAM COMPLETION:**

Enter the number of students completing the program between July 1, 20xx and June 30, 20xx:

Of the **XXX** *[pre-populated from the response above]* completers reported above, enter the number completing with any student loan debt: *[The percentage of students completing the program with debt will be calculated using this field and the field above]*

For all students (both borrowers and non-borrowers) completing the program between July 1, 20xx and June 30,xx, enter the median cumulative debt for each of the following:

Federal student loan debt:

Private loan debt:

Institutional financing plan debt:

**PROGRAM COMPLETION IN NORMAL TIME:**

Enter the normal time in months to complete program as published in your institution catalog:

Of the **XXX** *[pre-populated from response to the first question in the debt at program completion section]* students completing the program between July 1, 20xx and June 30, 20xx, enter the number who completed the program within the normal time reported above:

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**JOB PLACEMENT:**

Enter the job placement rate for program completers:

%

For the job placement rate reported above, enter the following information to be included in the template as context for the job placement rate.

<b>Who is included?</b>	<i>Enter information about the students included in the calculation of this rate (example: All students who completed between July 1, 20xx and June 30,20xx are included in this calculation).</i>
<b>What type of job?</b>	<i>Provide information here about whether the jobs are in-field of study or not. (example: This job placement rate looks only at jobs that were in the field of study. Positions that recent completers were hired for include: ).</i>
<b>When were they employed?</b>	<i>Enter information about how long after the program completion date the job placement rate is based. (example: This rate is based on program completers who were employed within 180 days of completion and were employed for at least 13 weeks).</i>
<b>How were graduates tracked?</b>	<i>Provide information about how this information is obtained (completer/alumni survey, state data system, etc.). If a survey of completers/alumni is used, please provide the response rate to the survey.</i>
<b>What agencies (state or accrediting), if any, is this rate reported to?</b>	<i>Enter the state or accrediting agency(ies) to which your institution reports this job placement rate.</i>

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## **Gainful Employment Disclosure Template Definitions/Glossary**

### **OPEID**

Identification number used by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify branches, additional locations, and other entities that are part of the eligible institution.

### **CIP**

The Classification of Instructional Programs (CIP) is a taxonomic coding scheme for postsecondary instructional programs/fields of study that facilitates the organization, collection, and reporting of program data. The CIP was developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and is the accepted federal government statistical standard on instructional program classifications and is used in a variety of education information surveys and databases.

Example of a 6 digit CIP code: 11.0901

The 11.0101 CIP code corresponds to programs in *Computer Systems Networking and Telecommunications*.

### **Program Level**

Will be covered in "GE3"

### **Contact Hour**

A unit of measure that represents an hour of scheduled instruction given to students.

### **Credit Hour**

A unit of measure representing the equivalent of an hour (50 minutes) of instruction per week over the entire term.

### **Tuition and Required Fees for Entire Program**

The amount of tuition and required fees charged to a student for the entire program. Required fees are the fixed sum charged to students for items not covered by tuition and required of such a large proportion of all students that the student who does not pay the charge is an exception. Institutions that do not charge by program, for example a 2-year program whose tuition rates change from one year to the next, would be required to calculate the total tuition and fees for the entire length of the program.

### **Normal Time**

The amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution's catalog. This is typically 4 years (8 semesters or trimesters, or 12 quarters, excluding summer terms) for a bachelor's degree in a standard term-based institution; 2 years (4 semesters or trimesters, or 6 quarters, excluding summer terms) for an associate's degree in a standard term-based institution; and the various scheduled times for certificate programs.

### **Books and Supplies for Entire Program**

The average cost of books and supplies for a typical student for the entire program. If this information is not available by program, use your institutional estimate.

### **Annual Room and Board Charges**

The annual charges assessed students for an academic year of rooming accommodations (for a typical student sharing a room with one other student) and meals.

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**Sec. 668.43(a)**

This refers to Title 34 (Education) of the Code of Federal Regulations, Section 668.43 (Institutional information). Visit the IFAP (Information for Financial Aid Professionals) website for more information on regulations related to the administration and processing of Title IV federal student aid:

<http://www.ifap.ed.gov/ifap/> .

**Program Completion:**

When a student completes all program requirements and receives a degree, diploma, certificate, or other formal award. In order to be considered a completion, the degree/award must actually be conferred.

**Federal Student Loans:**

Includes all Title IV student loans, such as Stafford (subsidized and unsubsidized) and Perkins loans. This does not include PLUS and other loans made directly to parents.

**Private Loans:**

A loan provided by a private educational lender that is not a title IV loan and that is issued expressly for postsecondary education expenses to a borrower, regardless of whether the loan is provided through the educational institution that the student attends or directly to the borrower from the private educational lender.

**Institutional Financing Plans:**

An institutional financing plan is the extension of credit to a student for educational costs that will be paid by the student (or on the student's behalf) after the program of study has ended. The amount and frequency of the installment payments and whether they include a fee or interest are specified in the written plan.

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